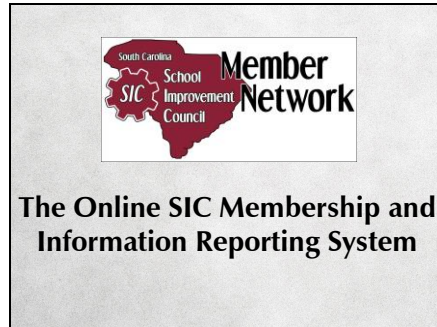
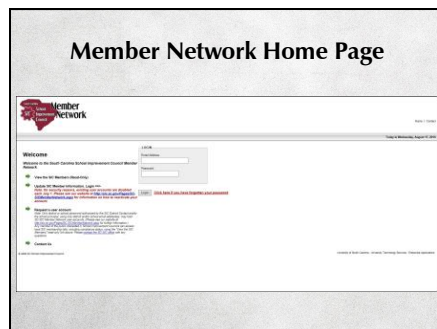


Slide 1



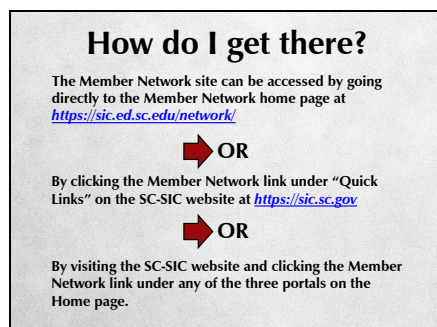
Hello, everyone. Today I'm going to take a few minutes to tell you about the SC-SIC Member Network, the database schools use to report their SIC membership to the state office.

Slide 2



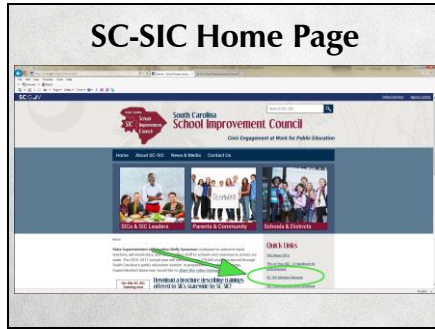
This is the Home page for the Member Network. Users log in here using their email address and password.

Slide 3



The Member Network site can be accessed by going there directly, by clicking the Member Network link under "Quick Links" on the SC-SIC website, or via the Member Network link under any of the three portals on the SC-SIC Home page.

Slide 4



Here you see the SC-SIC website Home page and the location of the Member Network link on the right-hand side of the page, under “Quick Links.” The portals are the three photos at the top.

Slide 5

### User Accounts

SIC District Contacts coordinate entry of SIC membership information by assigning data entry responsibility to the individual schools' administrative offices or by entering all schools' SIC membership information from the district office.

All SIC District Contacts should obtain a District user account in order to oversee SIC membership reporting and compliance.

SIC District Contacts coordinate entry of SIC membership information by assigning data entry responsibility to the individual schools' administrative offices or by entering all schools' SIC membership information from the school district office. All SIC District Contacts should obtain a District user account in order to oversee SIC membership reporting and compliance.

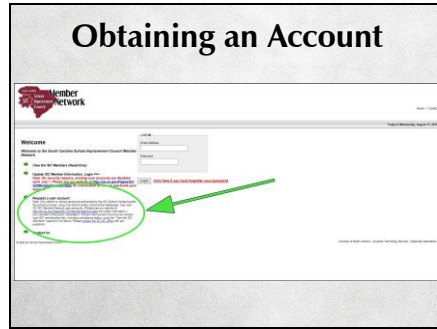
Slide 6

### Obtaining an Account

- Visit the Member Network
- Click on the “Request a user account” link on the left-hand side of the page, fill out the account request and submit it.
- SC-SIC will receive your request and set the account up. The system will then email a password to the email address indicated on the request form.

You can obtain an account by visiting the home page of the Member Network. Click the “Request a user account” link located on the left-hand side of the page, fill out the account request and submit it. SC-SIC will receive your request and set the account up. The system will then email a password to the email address indicated on the request form.

Slide 7



Here you see a shot of the Member Network landing page with the account request link circled. There is a note under the link that says, in part: "Only district or school personnel authorized by the SIC District Contact and/or the school principal, using only district and/or school email addresses, may hold SC-SIC Member Network user accounts." Please make sure that your principals are aware of this stipulation.

Slide 8

### About Passwords

- All user accounts (school and district) are deactivated on July 1 of each year. Passwords for previous-year user accounts will not work for the current school year.
- You may reactivate your old account. When you log into the system with your email address and last year's password you will be prompted to reactivate your account. The system will email a new password to the email address associated with the account.

All user accounts (school and district) are deactivated each year on July 1st. Passwords for previous-year user accounts will not work for the current school year. You may reactivate your old account by logging into the system with your email address and last year's password - you will be prompted to reactivate your account. The system will then email a new password to the email address associated with the account.

Slide 9




If you forget your password, click the password recovery link located underneath the login box.

Slide 10

**“That didn’t work!”**

If a user is unable to reactivate their account or retrieve their password, they should:

Fill out a new user account request

 **OR**

Contact Claudia at [cparnell@mailbox.sc.edu](mailto:cparnell@mailbox.sc.edu) and request a new password

The password recovery function may not work with some systems. If that’s the case, fill out a new account request or contact me.

Slide 11

**About email addresses**

- User accounts are tied to email addresses.
- Email addresses are Member Network user ID’s.
- If a user’s email address has changed, they will not be able to log in with the new email address.
- They will also not be able to reissue their own passwords because the system will have their old email address on their account.

User accounts are tied to email addresses; your email address is your user ID. If your email address changes, you can’t use the new one to log in. If you try to use the forgot password feature, the system will email your password to your old address.

Slide 12

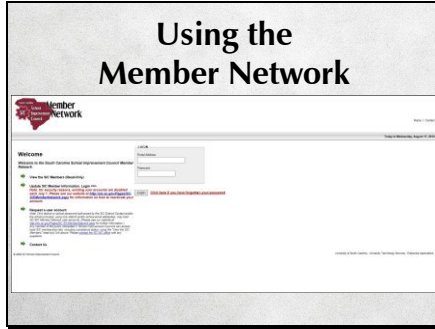
**If an email address changes**

The user should contact Claudia at [cparnell@mailbox.sc.edu](mailto:cparnell@mailbox.sc.edu) and request an account update.

Alternatively, a user can simply fill out another account request.

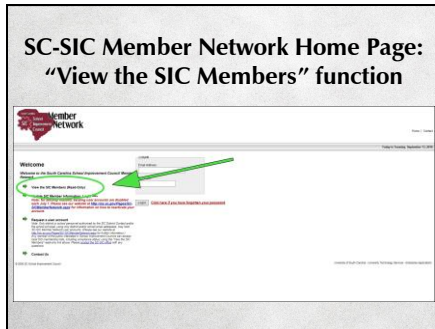
So what do you do? Contact me and I’ll update your account. Or a user can simply fill out another account request.

Slide 13



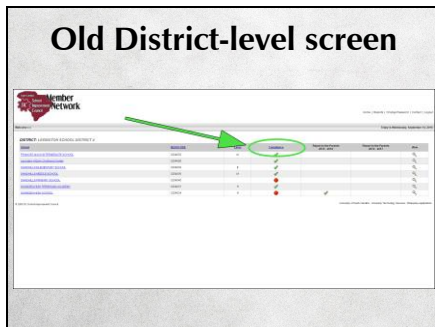
Now I'll briefly go over the basics of using the Member Network.

Slide 14



From the Home page “View the SIC Members” can be accessed. This is a read-only function that allows the public to drill down through the district and school name to access the names of the SIC members. No contact information is shared publicly.

Slide 15



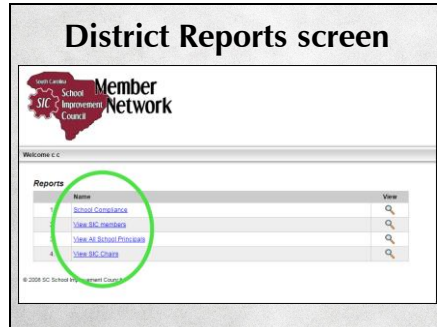
The changes to the Member Network are scheduled to go live next Thursday. As a district-level user, this is the screen you see when you log in. The new change deals with the Compliance column. Everything else remains the same. You'll see a list of your schools and the links in the upper-right hand corner take you to the Home, Reports, Search, Change Password, Contact, and Logout screens. A green checkmark in the Report to the Parents columns means the SIC Report to the Parents for that year has been uploaded to the system. You can view the individual SICs by clicking on the school name or by

Formerly, a green checkmark in the compliance column meant that the SIC information had been updated and the SIC was in compliance with state law. A red dot with an exclamation point meant either the SIC was not in compliance OR the SIC was not updated.

[illegible]

These are the new icons indicating SIC compliance with state law. A red X for Not Reported means just that – the school didn't report their SIC membership and are therefore out of compliance. A blue asterisk is for Reported, Non-Compliant. This means that the school reported the SIC membership, but did not do it by the deadline, did not fully update the membership, and/or the SIC does not meet statutory guidelines such as member composition. A green check for Compliant means that the SIC meets all statutory guidelines, including reporting by the deadline of November 15. The changes will also be visible in the public, read-only view.





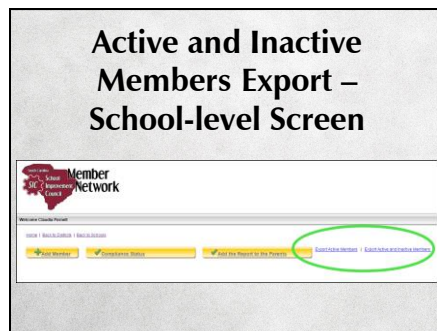
These are the reports you can run. Each one – School Compliance, View the SIC members, View All School Principals, View the SIC Chairs – will allow you to run and export a report of active SIC membership in an Excel-compatible file.

The View SIC members report can be exported as individual SICs or as the entire district. The information on the report is comprised of the name of the district, the name of the school, the member's contact information, the date the member was last updated in the database, whether the member is elected, appointed or ex-officio, and the type of member. (Parent, teacher, community member, etc.) If the member has shared their email address with the school to be included in the Member Network it will be displayed in the report, also.

The View all School Principals and View the SIC Chairs reports allow you to export a list of all of the principals and Chairs that have been updated in the Member Network for the current school year. Both reports contain the same level of detail as the View SIC members report.

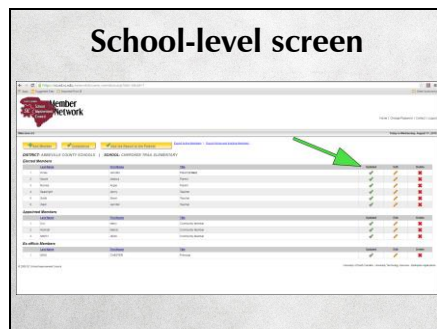
It's important to remember that the reports only return results for ACTIVE members. All SIC membership becomes inactive after July 1<sup>st</sup>, and won't be active again until it's updated for the new school year. So, for example, if you run a View SIC members report on July 1<sup>st</sup>, the system won't find any active members.

Slide 18



Should you wish to look at inactive members, you can do that from the school-level screen. The blue links beside the “Add the Report to the Parents” button allow you to export a report with Active or Active and Inactive members.

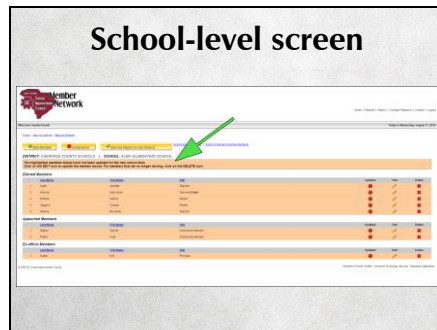
Slide 19



When you click a school to view the SIC members, this is the screen you’ll see. This is an updated SIC. If the member has been updated, there will be a green check in the updated column.

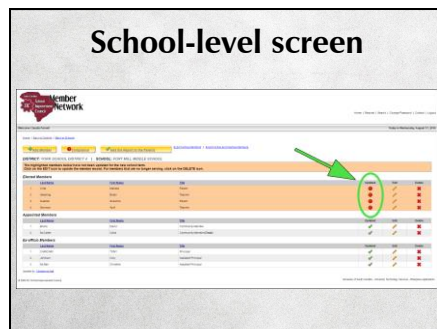


Slide 20



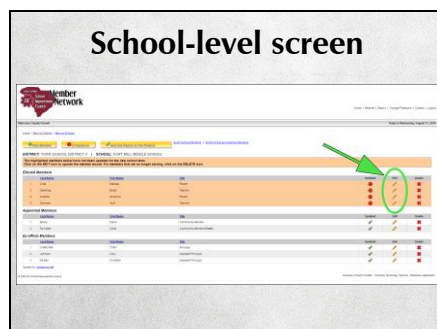
This is a shot of an SIC that has not been updated. The non-updated members are highlighted. You'll see a note at the top indicating that the highlighted members haven't been updated for the current school year.

Slide 21



This is a shot of an SIC that has been partially updated. The user is still in the process of updating the membership but hasn't completed it.

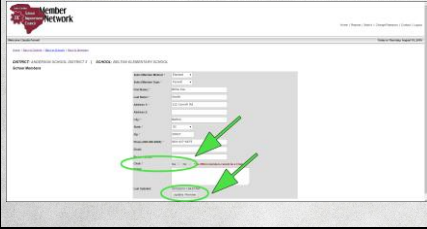
Slide 22



When a school user updates a member, they click the pencil icon in the edit column.

Slide 23

### SIC Update Member screen

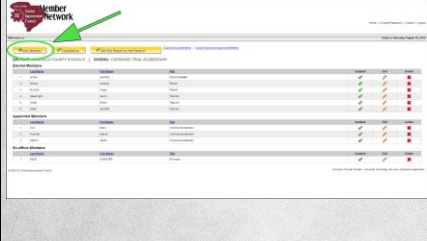


The screenshot shows the 'SIC Update Member' screen. It features a form with various fields for updating a member's information. A green circle highlights the 'Update' button at the bottom right. A green arrow points to the 'Update' button. Another green arrow points to the 'Update' button.

To update a returning member for the new school term, the user indicates whether or not the member is a Chair and then clicks the Update button.

Slide 24

### School-level screen

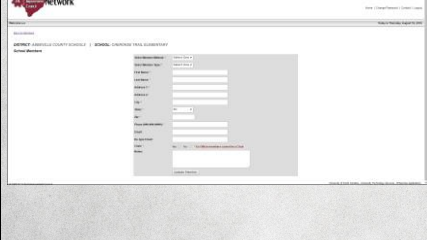


The screenshot shows the 'School-level' screen. It features a table of members. A green circle highlights the 'Add Member' button at the top left. A green arrow points to the 'Add Member' button.

To add a member, the user clicks the “Add Member” button.

Slide 25

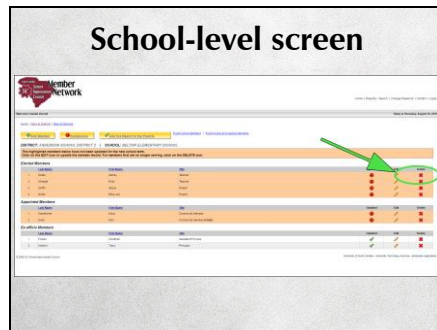
### SIC Member screen



The screenshot shows the 'SIC Member' screen. It features a form for adding a new member. The form includes fields for Name, Address, Phone, Email, and other information. A green circle highlights the 'Add Member' button at the bottom right.

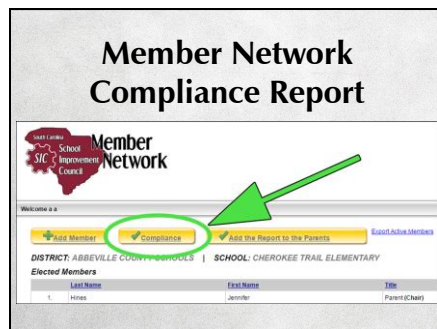
The user then adds the membership information. All fields are required except the email field. We strongly encourage SIC members to share their email address if they have one, because this is how the state office communicates with them.

Slide 26



To delete a member, the user clicks the “Delete” icon, a red X.

Slide 27



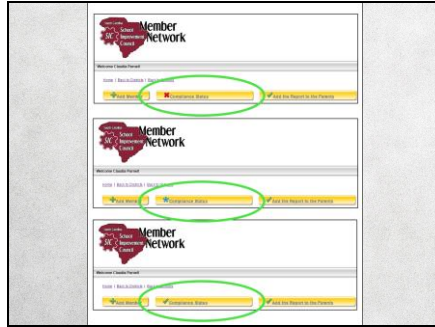
By clicking the Compliance button, a user can see whether or not the SIC is in compliance with state statute.

Slide 28



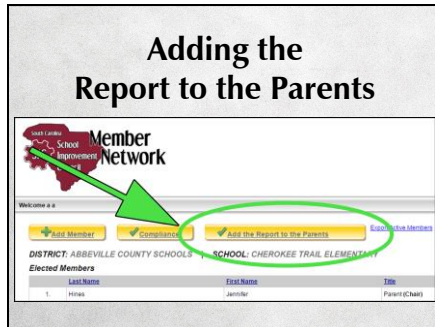
A green check mark in the Result column indicates that the SIC is in compliance on each of the levels. A red X in the column indicates that they are not. If a red X shows up, the report will tell the user why the SIC is not in compliance on this particular level. With the new compliance indicators, if a school is “Reported, Non-Compliant,” there will be a sixth line indicating why the SIC received this designation. There may also be other reasons, which will be indicated with the red X.

Slide 29



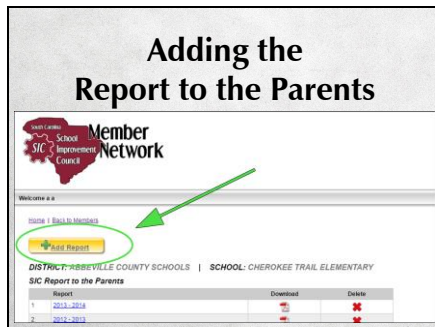
With the new compliance indicators, the compliance button will show a red X for not reported, a blue asterisk for reported, non-compliant, and a green check for in compliance.

Slide 30



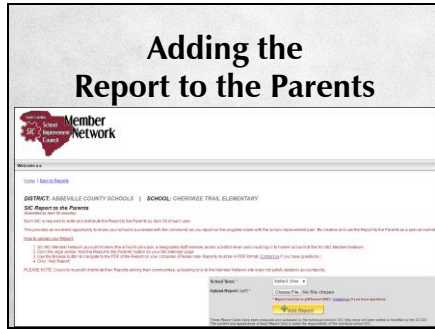
We ask the Councils to share their annual Report to the Parents by June 1 of each year. The user clicks the “Add the Report to the Parents” button to start this process.

Slide 31



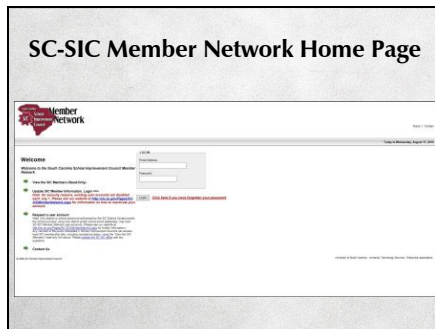
After clicking the “Add the Report to the Parents” button, this screen appears. The user then clicks the “Add Report” button.

Slide 32



After clicking the “Add Report” button, the user sees this screen. Instructions for adding the Report are included.

Slide 33



So, that’s the Member Network. Does anyone have any questions?